

July, 2012

Application for Determination of Compliance

Dear Applicant:

Please read the handout entitled DETERMINATION OF COMPLIANCE PROCESS before completing this application.

Please read the following carefully and if you have any questions please ask. You have been referred to this process because there is a question as to whether your property was created in accordance with the Subdivision Map Act and Local Ordinance. This process will determine if your property was created in compliance with the Subdivision Map Act and Local Ordinance.

There may be a small fee for this determination. However staff may waive this fee if the determination can be made if deed comparisons are not needed.

If it is determined your property has been created in accordance with the Subdivision Map Act and Local Ordinance you can, for a small fee, be issued a Certificate of Compliance. Or you can simply keep the approved Determination of Compliance Form and submit it with your development permit applications.

Remember, if you request a Certificate of Compliance it will not be valid until it is recorded with the County Recorder. It is the responsibility of the applicant to have the Certificate Recorded!!

Once you have a recorded Certificate of Compliance or an Approved Determination of Compliance you may proceed with obtaining your permits or processing your other case(s) with the City.

If it is determined your property has not been created in accordance with the Subdivision Map Act and Local Ordinance you will be required to apply for and obtain a Certificate of Compliance or Conditional Certificate of Compliance. Failure to submit the necessary recorded documents showing the parcel to be compliantly divided will result in a determination of non-compliance. Failure to obtain a Certificate of Compliance or Conditional Certificate of Compliance will result in the City of Riverside initiating action to record a Notice of Violation with the County Recorder.

The above may only be the first step in obtaining approval for your permit or project. Depending on the type, location, size, and use of your proposed improvement or project you may be required to obtain additional permits, variances, or rezoning. All conditions of a Conditional Certificate of Compliance must be completed prior to obtaining further development permits. Please check with the Planning Department for additional requirements.

Please Review the Application on the next page.

A Survey Section representative will provide you with the effective date of the subdivision regulations for your parcel. **When you return you will be required to submit the completed application, a processing fee of \$361.90, and the required deeds or documents.**

I have read and understand the above. _____
Signature of Applicant

Application For

Determination of Compliance

Applicant: _____	Office Use Only
Owner Name: _____	Received: _____
Street Address: _____	Complete: _____
Zip Code: _____	Effective Date: _____
Phone - Home: _____ Work: _____	Annex #: _____
Assessor Parcel Number(s): _____	CO# _____
Signature: _____	LL# _____
ATTACH: Copy of Current Vesting Deed.	
Copy of Deed Recorded on or Before: _____	

Office Use Only

- ☐ Parcel(s) is/(are) Compliant: _____
- ☐ Created By City Process: _____
- ☐ Created before Applicable Subdivision Date: _____
- ☐ Parcel(s) is/(are) Non-Compliant: _____
- ☐ Divided after Applicable Subdivision Date. Date of Illegal Division: _____
- Document Prior to Division: _____ Document After Division: _____
- ☐ Deed Prior to Applicable Subdivision Date Not Provided
- Documents Provided: _____

Notes: _____

Reviewer _____ Surveyor _____